Uploading Documentation with Personally Identifying Information (PII) Using a Computer

Thank you for registering for the WIOA Grant!

We are required to collect some *Personally Identifying Information (PII)*. You will need to upload documentation that has your PII where you apply for the grant in <u>employflorida.com</u> (EF).*

You will need to upload your:

- Current Driver's License or CDL Permit
- Social Security Card or Employment Authorization Card (Form I-766) or U.S. Passport

If you are a veteran or eligible spouse of a veteran, you will need a DD214 <u>or</u> other DOD form indicating you are a dependent spouse of a veteran.

If you do not have the documents you need, please email <u>opportunity@fsw.edu</u>. We will help you identify other acceptable documents.

How to Upload Documents into Employ Florida Using a Computer

- 1. Scan or take clear pictures of each of your documents and save them to your computer.
- 2. Login to Employ Florida and click on your name next to, "Welcome to My Dashboard..."



- 3. Open the Documents Tab on the far right.
- 4. On the Documents tab, click the **Upload a Document** button.

Name		Tags	Class	Create Date	Expiration Date	Action
Verification-passport-can	djpg	passport	U.S. Passport	7/14/2021		<u>View</u> <u>Delete</u> <u>Meta Data</u>
Verification-Birth_Cert.jpg	9	Birth certificate, DOB	Birth Certificate	7/14/2021		View Delete Meta Data
		H 4 Page	1 • of 1 • #	Rows	100 -	

5. You will see a window call ' Cocument Information."

Document Description:	Birth Certificate •
Document Tags: Keywords that will	Do not enter Personal Identifiable Information (PII) into this field.
be indexed with this attachment.	Birth certificate, DOB
T Attach Docu	ment
T Attach Docu	ment
Attach Docu	ment Select File Cert.jpg Tamore

- 6. Choose a **Document Description** from the dropdown menu
- Add keyword(s) in the **Document Type** field. (The keyword can be the same as the document description.)
- 8. Click on Select File.
- 9. A File Explorer will open. Use it to find the file with the picture you want to upload. (Or **Choose File** or **Browse**, depending on your browser) by navigating to the file location and selecting the file to upload. The filename will show below the **Select File** box, along with an **x Remove** button.
- 10. Click the green "Save" button. The document file is uploaded. You will see your file listed on the Documents tab.